

## ADDENDUM

<b>Position Title:</b> Sr. Administrative Assistant <b>Department:</b> Fleet Management	<b>Class Code:</b>	<b>Position Level:</b> 8
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### ADDITIONAL KEY JOB REQUIREMENTS

1. Knowledge of sound practices and principles as related to the operation of large multi Fleet Management Facilities and Programs.
2. Knowledge of modern methods, parts, components, tools and practices of the automotive/heavy equipment mechanics trade.
3. Enters chargeable parts and supplies into Fleet computer software systems.
4. Assists with preparation and management of all contracts under the purview of Fleet Management, includes specification package and contract document preparation, receipt and verification of all licenses and insurance, contract execution and issuance of notice to proceed.
5. Assists with BOCC Agenda preparation for Fleet Management and all departments/agencies participating in Fleet Programs.
6. Assists with removal and disposal of surplus vehicles and equipment from inventories for Fleet Management and all departments/agencies participating in Fleet Programs.
7. Assists with operation of CCG Faster and Trak Engineering Fleet Management and Fuel tracking software systems for Fleet Management and all departments/agencies participating in Fleet Programs.
8. Provides customer services, assists federal, state and local agencies as well as all departments/agencies participating in Fleet Programs.
9. Assists with capital vehicle and equipment procurement and replacement for Fleet Management and all departments/agencies participating in Fleet Programs.
10. Assists with administration of accident and manufacturer recall work orders county-wide.
11. Assists Fleet Management Director with special projects.
12. Must maintain a valid State of Florida Driver's License.

### APPROVALS

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_